

<b>MINUTES 3/11/2021</b>	<b>GENERAL MEETING, BALINGUP PROGRESS ASSOCIATION INC</b>
Meeting opened	7pm
Present	Wendy Trow, Janine Milton, Helen Christensen, Fred Mills, Roz Benson, Karen Conner, Damien Cameron, Ros Price, Russell Price, Mark Giles, John Bailey, Deb Vanallen, Karen Magi, Jodie Hornum. Visitor: James Jarvis - Shire Community Development Manager.
Apologies	Jackie Massey, Geoff McMullen, Sharon Smith, Pat Ridley, Rick Thomas, Wendy Ayers, Bhavni Hindocha, Anish Shah, Fran Wilshusen
New business	<p><b>1. Balingup Event Coordinator (J.Milton)</b> J.Milton provided an update on the engagement of a contractor to fill this role. See Annex A for details.</p> <p><b>2. Shire Budget (J. Jarvis/W.Trow)</b> The Events Package has been revised to make it easier to run events. James Jarvis is still looking at procedures used by other Local Governments but, in the meantime, would like to run a Workshop in Balingup where event coordinators can come together with Shire staff to complete their applications. These applications will be accepted for 2022 events. Workshop to be held Thursday 16 December 1pm at Balingup Lesser Hall. He also advised that Katherine Whittle (Balingup Library) will be the Shire local point of contact for queries in the future and will attend the workshop.</p> <p><b>3. Townscape Volunteers</b> W.Trow advised that the Shire has provided a Volunteer induction package for Townscape volunteers. H.Christensen confirmed they would comply and keep documents on record. The Shire has also offered to help with tasks which may have safety issues (eg working at heights and requests Townscape takes advantage of this offer.</p> <p><b>4. Volunteer Induction (W.Trow)</b> The meeting discussed the Volunteer Induction provided by the Shire and agreed it would be very difficult to implement given the number of ad hoc volunteers that are involved in community groups. W.Trow to email the policy to the BPA Executive to determine whether or not to follow up.</p> <p><b>5. Townscape Community Consultation Guidelines (W.Trow/H.Christensen)</b> W.Trow advised that a set of community consultation guidelines have been developed in conjunction with H.Christensen and provided an overview:</p> <ul style="list-style-type: none"> <li>• Townscape will advertise their meetings and people can present direct to them (5 mins at beginning)</li> <li>• In November each year we will have a community Open Space to discuss both Townscape and 'other' community projects.</li> <li>• Townscape will continue to work with Shire on their projects.</li> <li>• Other projects, prioritized at the Open Space, can be progressed by anyone in the community (get funding, implement etc).</li> </ul> <p>The guidelines are at Annex C and feedback is welcome. They will be tabled for approval at December BPA meeting,</p> <p><b>6. Lotterywest Collaborative funding Application (J.Jarvis/W.Trow)</b></p>

James Jarvis advised he has prepared a collaborative funding application to Lotterywest, based on the outcomes of the Strategic Plan. If successful, Balingup could receive \$60,000. We agreed:

- An Open Space would be run on Friday 19 November at the Lesser Hall at 9am.
- W.Trow would email all who came to the Balingup workshops/open spaces and invite them to participate.
- At the Open Space we will:
  - Revisit ideas from the open spaces
  - Invite people to suggest a specific project (*see Note*) that they would be prepared to implement.
  - Vote to choose project(s)

*Note: Project must focus on social, environmental issues, not economic. Examples could include activate foreshore, art trails. Could be linked into Golden Valley.*

*Proponents need to give an estimate of cost to implement and be prepared to do the work!*

#### **7. Balingup Town Hall (James Jarvis/W.Trow)**

James Jarvis advised that the Shire has made significant changes to fees and charges and are making it easier to book the Hall. Examples include:

- Reduced fees for regular users.
- A base fee of \$55 per day for fundraisers.
- No set up/take down hourly charges for community events.

The Shire is also offering Balingup the opportunity to take over the lease to manage the Town Hall. The Shire would be responsible for insurance and maintenance, the community responsible for cleaning and bookings. We agreed:

- James to email sample lease agreement to BPA
- We will discuss more in early 2022.

#### **8. Balingup Patches & Craft Wall Hangings (R.Price/W.Trow)**

Ros Price advised that the Patchwork group has completed the acoustic panels for the Lesser Hall. \$8,000 was provided by BPA and SFFD and the group feels strongly that they should remain the property of BPA. We agreed:

- R.Price would summarise how these panels were commissioned and request approval to install (Sean Mitchell has agreed to do the installation). Email to J.Jarvis.
- J.Jarvis and W.Trow would further investigate insurance options.

#### **9. Australia Day (J.Jarvis/W.Trow)**

See Annex A Action Plan.

#### **10. Grant Application – SFFD – FRRR (W.Trow/J.Milton)**

J.Milton and W.Trow have been working on a funding request to FRRR for \$24,359 to pay for infrastructure (tents, sound system etc).

It was agreed that this application should be submitted.

The application requires us to have Working With Children policy. W.Trow has drafted (see Annex D) and will distribute to Executive. Will table for approval approve at December meeting.

#### **11. Community Response in an Emergency (W.Trow)**

	<p>W.Trow provided a short presentation outlining the need to have a Local Recovery Plan for Balingup. With the predicted increase in extreme weather conditions, it is important that communities are prepared for disaster and do not rely entirely on outside agencies. Anyone interested in obtaining more information should contact W.Trow.</p> <p>W.Trow also advised that the STAND (pop-up internet) grant submitted by the Shire has been approved. See Annex A for details. Once installed, Balingup will have much improved communication access during an extended power outage.</p> <p><b>12. Open Space Discussion – Environment (W.Trow)</b></p> <p>The Balingup Strategic plan recommended that we hold an Open Space discussion focussed on Environment. James Jarvis advised that this is a key focus area of Lotterywest at the moment and encouraged the community to participate. We agreed to hold an Open Space on Thursday 9<sup>th</sup> November at Golden Valley Tree Park. 9am – 11am.</p> <p>J.Jarvis to facilitate and provide snacks.</p> <p>W.Trow to advertise and advise all to BYO chairs.</p> <p><b>13. Balingup Pagan Markets (on behalf of F. Wilshusen)</b></p> <p>A group of stallholders hope to run a market four times a year at the Balingup Medieval Carnivale grounds. It was confirmed the group would require their own insurance to make use of the grounds in addition to stallholder insurance and provide this in their event application to the Shire.</p>	
Report on action items	Ongoing (tabled) Complete (tabled) Refer to Annex A	Chair Chair
Correspondence list	Incoming/Outgoing (tabled) Refer to Annex B	Secretary
Confirmation of minutes from previous meeting	Amendments N <b>Moved</b> J. Massey <b>Seconded</b> R. Benson	Carried Y
Treasurer's report and accounts for payment	<p>The Treasurer provided Financial Transactions for July, August and September 2021 but extenuating circumstances have prevented preparation of the October record. This will be presented at December meeting.</p> <p>Balance at bank as at 1 Nov 21: Cheque account: \$23,535.89 (includes insurance payments of \$1220 from SFFD and \$6582 from Carnivale). TD1 account : \$35,356.26</p> <p>We have received an email from W.Irvine. The cost of the Avenue of Honour sign has been deducted from the AOH account but should have been taken from the Lotterywest grant.</p> <p>The meeting agreed that the AOH account be restored to its original balance of \$756.04.</p> <p>BPA owns two sets of scales, purchased in 2015 for \$190 each. They</p>	Treasurer

	<p>are no longer used.</p> <p>BPA has received an offer to buy one set for \$80. The meeting agreed that this should be accepted and the second set advertised on Facebook.</p> <p>W.Trow also advised that Water Corp has agreed to pay for the sign on old Padbury Rd. BPA to follow up payment of \$430.</p> <p>Insurance payments from BMC and SFFD have been received.</p>	
Treasurer's report accepted and accounts approved for payment	<p>Amendments N</p> <p><b>Moved</b> R.Benson</p> <p><b>Seconded</b> D. Vanallen</p>	Carried Y
Business arising from previous minutes	None	
Reminders	<p>Next Council meeting is being held at Balingup Town Hall – 5pm on 24 November. All welcome.</p> <p>W.Trow has been asked to give a presentation on the Balingup Strategic Plan at this meeting.</p> <p>7<sup>th</sup> November Tour of Margaret River Bike race in Balingup</p> <p>4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> November Festival of Country Gardens (Balingup open gardens)</p>	
Meeting closed	8.45pm	
Next meeting date/time	Next General Meeting will be held Tuesday 7 <sup>th</sup> December at 9am	

03/11/2021	<b>ACTION LIST, BALINGUP PROGRESS ASSOCIATION INC</b>	
ITEM MEETING DATE (FROM) PERSON RESPONSIBLE	ACTION	STATUS
SFFD/BMC shared coordinator Aug 21 Janine Milton	<p>The proposal to contract a joint Balingup Community Event Coordinator was first raised in BPA in August and updated in September. A comprehensive Job Description was developed by chairs of the funding committees of BSFFD and BMC and the contract was advertised across the South West using multiple mediums. Applicants were required to live within 100km of Balingup. Eleven application packs were requested, resulting in six written applications. A shortlist of four was selected for interview and these have been carried out, referees contacted and applicants notified. J.Milton advised that Vanessa Sabatini was the preferred candidate.</p> <p>W.Trow advised this will now be taken to the BPA Executive. Once we have had time to read the documents properly, we can endorse:</p> <ul style="list-style-type: none"> <li>• The recommendation of the selection panel,</li> <li>• The draft contract,</li> <li>• The process we will use to manage the contract (who will the coordinator report to, how will they be paid, dispute resolution etc).</li> </ul> <p>J.Milton asked that the community centre storage room be converted into an office for the Event Coordinator. The stored files and equipment will be moved to the container near the Workspace and the room repainted/ cleaned up. This was approved at the meeting:</p> <ul style="list-style-type: none"> <li>• J.Milton to decide date for busy bee.</li> <li>• D.Vanallen to clear contents of BADTA filing cabinet.</li> <li>• H.Christensen to discuss storage of BFOF records with that group.</li> </ul>	ONGOING
Scarecrows in Balingup Aug 21 D.Vanallen	BADTA request BPA's support for this project involving 6 to 9 permanent scarecrows through the town. Deb has provided proposal and design details and this was distributed to Executive. Next step is for Deb to discuss with Townscape.	ONGOING
Town Hall decoration Aug 21 Wendy Trow	A quote has been received from Sean and Sandy Mitchell for the cost of ceiling decorations (similar to those used at the SFFD dinner) to be installed in the Town Hall for year round use. More details are being sought before submitting to the Shire	ONGOING
Balingup Primary School Breakfast Club Aug 21 Wendy Trow	A request has been received from BPS Chaplain Mary Taylor for funding from BPA to run the breakfast club (\$800) and EdConnect (\$400). \$400 was provided in August 2021 and BPA will review again in February (no meeting in January).	ONGOING (February)
Volunteers Day. July 21 W.Trow	Application to Department of Communities to hold a volunteers celebration at Recreation Centre on 6 <sup>th</sup> February 22 4.30-6.30pm was unsuccessful however the Shire has offered a \$400 grant and we agreed to accept this.	ONGOING

K.O'Connor	Discuss further at the December BPA meeting. Karen O'Connor agreed to assist with coordination.	
Community Op Shop. July 21 W.Trow/J.Massey	The group organised a very successful fashion parade and obtained grants from Bendigo Bank and Talison. The only delay in opening a shop is finding a suitable location in the main street. Negotiations with building owners are still ongoing. The President has written to our insurers (AON) to advise that the group will be operating under BPA umbrella. A quote has been provided. A venue has been secured.	<b>ONGOING</b>
Bunbury Regional Prison Workforce March 2021 Wendy Trow	Application is for approval of BPA and Umbrella Group's to make use of Prison Workforce. The Prison did not include Trails or the Community Garden in the list of approved activities. A second letter, with more details, has been sent to request this decision be reviewed.	<b>ONGOING</b>
Community Insurance May 2021 Wendy Trow	Letter sent to Labor representative, Jane Kelsbie 21 May, with a request that insurance companies provide "Community Group Insurance Packs"). Chased in July and September. Ms Kelsbie confirms her staff is investigating but no progress made.	<b>ONGOING</b>
BPA Lease Agreement 2021 Wendy Trow	W.Trow has followed up with Shire but there does not appear to be any urgency. BPA lease agreement with the Shire expired 30 June 21 – continue to operate under that.	<b>ONGOING</b>
Use of BADSA building in emergencies 2021 Wendy Trow	Use of BADSA building by community during extended power outages/emergencies. BADSA and CWA have confirmed use of Recreation Centre as a "Community Care" centre. Purchase of 3 satellite phones has been approved in Shire budget. One will be in Balingup (probably at Fire Shed but it is for community use). Shire applied for Sky Muster (pop-up internet) to be installed at Balingup Recreation Centre. This application was successful and a STAND unit will be installed within the next 12 months. In the event of an extended power outage, the Shire will: <ul style="list-style-type: none"> <li>• Connect a large generator to the Recreation Centre.</li> <li>• Request Telstra/NBN activate the SkyMuster.</li> </ul> At this point, people will be able to go to the Recreation Centre and connect to the service to use their mobile phones and internet.	<b>ONGOING</b>
Australia Day 2022 J.Milton W.Trow	James Jarvis advised that Balingup will be able to read out nominations and announce local winners at the Balingup Australia Day breakfast. We can also request a local Councillor make the award. Balingup community members will be invited to attend the Donnybrook brunch if we wish. J.Jarvis confirmed the Shire would provide funds as usual. J. Milton will check with Balingup BFB re providing the food.	<b>ONGOING</b>
Update of map in bus shelter June 2021 H. Christensen	Update of town map in bus shelter Costs to be negotiated with Sandy Mitchell and presented to BPA meeting for approval.	<b>ONGOING</b>
Insurance W.Trow	W.Trow is in the process of getting 3 quotes – AON, Willis Temby and Gallaghers.	<b>ONGOING</b>
General Signage 2021 (Helen C./ Deb Vanallen)	Make a list of all redundant signs in town (BADSA and Townscape). Send list to Shire and ask that they liaise with the landowner to arrange removal (Townscape)	<b>ONGOING</b>



**November 2021****Correspondence In:**

INCOMING	INFO	ONGOING	ACTION
Future Drought re Future Drought Fund's Networks to Build Drought Resilience Round 2 closes 15 November 2021 (1/11/21)	x		
Letebrhan Durkin of Department of Communities re Thank a Volunteer Day – Application Outcome (2/11/21)			
James Jarvis, Shire DB re Thank a Volunteer Day Certificate of Recognition – 5 December 2021 (1/11/21)			x
BADTA re BADTA November Meeting on 17/11/21 (3/11/21)	x		
Bronwyn Hodgson of Shire DB re 2021 Community Citizen of the Year (29/10/21)			
Wendy Back of Gallagher – Perth re Insurance Quote (19/10/21)			x
Steve Potter, Shire DB re Strengthening Telecommunications Against Natural Disasters (STAND) - Application Approval (22/10/21)		x	
Stephanie Balzan of AON re Your Insurance Renewal (28/10/21)			x
Mike Beaton of Willis Temby Insurance Brokers Pty Ltd re Insurance Quote (19/10/21)			x
Billy Wellstead, SW Development Commission re Balingup Future Drought Fund Application (13/10/21)			
James Jarvis, Shire DB re Strategic Plans (4/10/21)			x
Donnybrook CRC re Stakeholder survey (24/9/21)			x

**Correspondence Out:**

OUTGOING	INFO	ONGOING	ACTION
Mike Beaton of Willis Temby Insurance Brokers Pty Ltd re Insurance Quote (4/10/21)		x	
Deanna Furze of SW Development Commission re Balingup Future Drought Fund Application (6/10/21)		x	
Wendy Back of Gallagher – Perth re Insurance Quote (20/10/21)		x	
Fiona Sparkes of Bunbury Regional Prison Balingup Work Team (29/10/21)		x	
James Jarvis of Shire DB re Thank a Volunteer Day Certificate of Recognition - 5 December 2021 (1/11/21)		x	



### Balingup Townscape Improvement Community Consultation Guidelines DRAFT

Balingup is a small community of 544 people (ABS2016) and community plans have consistently identified a strong desire to maintain a “village feel”. This concept has always been understood and respected by Balingup Townscape committee.

Although the Townscape committee operates under the umbrella of the Balingup Progress Association (BPA), its activities are approved and funded by the Shire of Donnybrook-Balingup. It is important that the Shire approval process is in place so that Council is able to accept responsibility for ongoing, long term maintenance and public liability insurance.

Balingup Progress Association therefore recommends that the following community consultation process be followed.

Notes:

1. *The ‘proponent’ is the person who raises the idea and will follow the project through to completion. It could be either a member of Townscape committee or member of the community.*
2. *In addition to the process below, Townscape meetings will be advertised in advance and members of the community can make presentations. On request, they will be allocated five minutes at the start of the Townscape meeting to present their ideas.*

Any time	Idea is raised by member of the community or Townscape committee.	If the idea is raised by a member of the community, it is highly recommended that the proponent arranges a meeting with the Townscape Committee that has a wealth of knowledge in this area. (See Note 2)
Any time	The proponent ( <i>see Note 1</i> ) develops a sketch/ outline of the project and estimate of costs for submission to Open Space in November.	Consider: <ul style="list-style-type: none"> <li>• Who will do the work (construction)</li> <li>• Who will carry out the maintenance (eg watering) and for how long?</li> <li>• Who will write the funding application (if needed), manage the project and complete the acquittal?</li> <li>• If the improvement involves a permanent structure (eg scarecrow, sculpture, park equipment), who will fund and maintain the item as it deteriorates?</li> <li>• Does the proponent have the skills to take on this project?</li> </ul>
November	In November each year, BPA will coordinate an Open Space community meeting to offer Townscape and members of the community to present their ideas.  Shire representatives will be invited to provide information about regulations/ approvals that may need to be considered.	<ol style="list-style-type: none"> <li>1. Projects raised by the community will be voted on by those present to prioritize projects and those voted high priority will be progressed and managed by the proponents.</li> <li>2. Projects raised by Townscape committee will be progressed and managed by that Committee.</li> </ol>

December - April	Townscape committee (or the proponent) obtains detailed costings.	
March	The project lists are submitted for approval at the March Balingup Progress Association meeting and the list of approved projects is published in the Preston Press.	Approval of "Community" projects is not guaranteed. It depends on the capacity of BPA Treasurer to manage funds and complete the acquittal (see below).
April	If it is a Townscape project, it will be sent to Shire for budget consideration.	If the Shire approves the project, funds will be available in August/ September – after the Shire budget is approved. Townscape receives and manages Shire funds in its own (separate BPA) bank account.
	If it is a "Community" project requiring external funding (eg Lotterywest), the proponent will write the funding application.	<p>If funding is received, BPA will be the auspicing body and will receive the funds on behalf of the proponent.</p> <p>The proponent is responsible for managing the project and providing all documents to BPA to complete the acquittal.</p>

## BALINGUP PROGRESS ASSOCIATION

### WORKING WITH CHILDREN - POLICY & PROCEDURE (DRAFT)

#### **Statement of Conduct for Working with Children and Youth**

Balingup Progress Association (BPA) is committed to creating and maintaining the safest possible environment for all participant activities. It is the duty of all members, volunteers and contractors to safeguard, to the best of their ability, the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

#### **Policy Statement**

It is the policy of the Balingup Progress Association to take steps to prevent the abuse of children within the activities of the organisation. It is the responsibility of all BPA members to comply with the Child Protection Policy.

#### **Reporting a Breach of the Child Protection Policy**

Any member of Balingup Progress Association who becomes aware of the inappropriate conduct of a member or any allegations or incidents of abuse, neglect or ill-treatment of children or young people who are under the care and responsibility of our organization is immediately required to report the matter to the BPA President.

#### **Confidentiality**

All information relating to a breach of the Child Protection Policy is to be kept strictly confidential. Information is to be accessed by authorised individuals only as outlined in this policy and is not to be shared.

#### **Identify Child Related Work Events and Activities**

When organising events or activities the organiser is to use the table below to determine if the event is considered a Child Related Work Event or Activity.

Does the event or activity provide programs or services for children (person under 18 years of age)?	No - Not a Child Related Work Event or Activity
Could the event or activity require direct contact with children (physical contact, face to face) without parent/care giver presence?	Yes – This is a Child Related Work Event or Activity

#### **Holding a Child Related Work Event or Activity**

The organiser (individual or committee/team member) of a Child Related Work Event or Activity is responsible for ensuring all volunteers and/or contracted persons have a Working with Children Check Clearance. This must be completed prior to the event or activity and the organiser must ensure compliance throughout the event.

#### **Working with Children Check Records**

All WWC records are to be confidentially stored. It is prohibited to pass on any information relating to the Working with Children Check of any individual (such as date of birth and names) to any other person. Records are required to be kept for seven years.